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A program of the National Institutes of Health



National Institutes of Health
Office of Extramural Research

eRA Commons Personal Profile Module User Guide

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CONTACT US

Document Comments:

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How are we doing? The Communications & Documentation Team of the electronic Research Administration (eRA) is dedicated to serving our community and welcomes your feedback to assist us in improving our user guides. Please send comments about the user guide to this address: eRACommunications@mail.nih.gov.

Troubleshooting support:

Please contact the eRA Service Desk:

Toll-free: 1-866-504-9552

Phone: 301-402-7469

TTY: 301-451-5939

Web: <https://grants.nih.gov/support> (Preferred method of contact)

Email: commons@od.nih.gov (for Commons Support)

Email: helpdesk@od.nih.gov (for IMPAC II Support)

Hours: Mon-Fri, 7:00 a.m. to 8:00 p.m. Eastern Time

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DOCUMENT HISTORY

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7/19/13	Commons 3.8.0.2	1.0.0	Initial release	eRA Communications
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08/22/2017	Commons 3.31.07	1.2.1	Changed Personal Profile - Education section to update "Residency" to "Post-Graduate Clinical Training"	eRA Communications

The most current version of this document will be available on the eRA website: <http://era.nih.gov>.

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1 eRA Commons Personal Profile Module

The Personal Profile module in Commons is the central repository of information for all Commons registered users. It is designed so that individual eRA system users hold and maintain ownership over the accuracy of their own profile information. This profile information is then integrated throughout eRA's systems and used for a variety of agency business such as peer review, application data, and trainee data.

NOTE: You can delegate the authority to maintain your profile to other users within your institution.

The personal profile is divided into sections of information and includes:

- **Name and ID:** Personal information such as name, contact information, date of birth
- **Demographics:** Race, ethnicity, gender
- **Employment:** Current employment and past employment history
- **Reviewer Information:** Reviewer work address for those users performing tasks in IAR as a Reviewer
- **Trainee Information:** Trainee permanent address for those with Trainee roles using the xTrain module
- **Education:** Degree and Post-Graduate Clinical Training Information
- **Reference Letters:** Letters of reference submitted to NIH
- **Publications:** Access to MY NCBI, at which publications can be viewed

NOTE: Depending on your Commons role, you might not have access to all sections of the Personal Profile.

The information found in this user guide also is available as online help (<https://era.nih.gov/erahelp/ppf>).

1.1 *Selecting a Profile to Edit*

Any active Commons user can grant another active user the ability to enter his Personal Profile by delegating PPF authority. If you have been designated with this authority, you must select which profile you wish to access.

After selecting the **Personal Profile** tab from the Commons menu, you will be instructed to choose a profile for editing.

Select a name from the **Profile to Edit** drop-down list and click the **Select Profile** button. The profile of your selected person displays and changes made will be reflected on that profile.

To switch profiles, select the **Personal Profile** tab again and choose a different profile from the list.

U.S. Department of Health & Human Services

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Emma Woodhouse
EMMA
SAMPLE UNIVERSITY
ASST

NIH National Institutes of Health
Office of Extramural Research

Home Admin Institution Profile **Personal Profile** RPPR Admin Supp eRA Partners

Select Profile for Edit ?

Profile to Edit: Austin, Jane Select Profile

1.2 Personal Profile Summary

The *Personal Profile Summary* page provides access to viewing and editing the different components of the Personal Profile.

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JANE AUSTEN
AUSTEN
SAMPLE UNIVERSITY
PI IAR

NIH National Institutes of Health
Office of Extramural Research

Home Admin Institution Profile **Personal Profile** Status RPPR Internet Assisted Review xTrain Admin Supp eRA Partners

Personal Profile
JANE AUSTEN
Roles:
TRAINEE - Trainee
IAR - Internet Assisted Review User
PI - Principle Investigator
Person ID: 1234567

PERSONAL PROFILE SUMMARY
NAME AND ID
DEMOGRAPHICS
EMPLOYMENT
REVIEWER INFORMATION
TRAINEE INFORMATION
EDUCATION
REFERENCE LETTERS
PUBLICATIONS

Profile updated:
06/20/2013
Change your password by:
Date unknown
PPF Privacy Act Notification Statement

eRA Commons Help Desk
Hours: Mon-Fri, 7AM-8PM EDT/EST
Web: <http://itservicesdesk.nih.gov/eRA/>
Toll-free: 866-504-9552
Phone: 301-402-7469
TTY: 301-451-5939
Contact initiated outside of business hours via Web or voice mail will be returned the next business day

Personal Profile Summary ?

Your changes have been discarded.

View All

NAME AND ID	?	EDIT	VIEW
DEMOGRAPHICS	?	EDIT	VIEW
EMPLOYMENT	?	EDIT	VIEW
REVIEWER INFORMATION	?	EDIT	VIEW
TRAINEE INFORMATION	?	EDIT	VIEW
EDUCATION	?	EDIT	VIEW
REFERENCE LETTERS	?	VIEW	
PUBLICATIONS	?	VIEW	

1.2.1 Dashboard

The left side of the summary page contains the dashboard of user information including user name, ID, and a list of user roles; update and access information for the Personal Profile and for eRA Commons; and eRA Service Desk contact information.

The screenshot displays the 'Personal Profile' dashboard for Jane Austen. On the left, a yellow box contains the user's name 'JANE AUSTEN', roles 'TRAINEE - Trainee', 'IAR - Internet Assisted Review User', and 'PI - Principle Investigator', and 'Person ID: 1234567'. Below this is a list of profile sections with status icons: 'PERSONAL PROFILE SUMMARY' (red X), 'NAME AND ID' (green check), 'DEMOGRAPHICS' (green check), 'EMPLOYMENT' (red X), 'REVIEWER INFORMATION' (green check), 'TRAINEE INFORMATION' (green check), 'EDUCATION' (green check), 'REFERENCE LETTERS' (green check), and 'PUBLICATIONS' (green check). Further down, it shows 'Profile updated: 06/27/2013', a 'Change your password' link with a deadline of 12/31/2013, and a link to the 'PPF Privacy Act Notification Statement'. At the bottom left is the 'eRA Commons Help Desk' contact information, including hours, website, and phone numbers. On the right, a vertical column of buttons with icons allows navigation to 'NAME AND ID', 'DEMOGRAPHICS', 'EMPLOYMENT' (with a note 'Some of below'), 'REVIEWER INFORMATION', 'TRAINEE INFORMATION', 'EDUCATION', 'REFERENCE LETTERS', and 'PUBLICATIONS'. A red message at the top right of this column states 'There are problems'.

Personal Profile Information:

- Name of the personal profile
- List of roles associated with the personal profile
- Person ID associated with the personal profile

Personal Profile Navigation Links

The largest block of information in the left side column is the set of navigation links for each of the components of the Personal Profile.

- **Name and ID**
- **Demographics**
- **Employment**
- **Reviewer Information**
- **Trainee Information**
- **Education**
- **Reference Letters**
- **Publications**

Next to each link is a status indicator, providing a visual indication of whether all required fields for that component are complete. A green check indicates that the information is complete, while a red X informs that information is missing. The status indicators are updated each time you save the personal profile. Selecting a link opens the corresponding component of the personal profile in a read-only view mode.

NOTE: The links displayed in the left column vary depending on your user role. Not all profile components are available for all Commons users. If you are affiliated with multiple institutions and hold different roles at each, your profile will display the components applicable for all roles across affiliations.

Update and Access Information:

- **Profile Updated:** system displays date when the user last performed a save on the Personal Profile
- **Change your password:** Date when password will expire plus a link for accessing the *Change Password* feature

eRA Service Desk Information

Includes the hours, phone numbers, and web address for contacting and creating a ticket for system support.

1.2.2 Main Section

The main section of the *Personal Profile Summary* displays profile information for each component in expandable and collapsible tiles. Each component contains certain required information. If any of this information is missing from a section, a message displays across the top of the screen as well as in the header for the incomplete component.

Personal Profile Summary ?

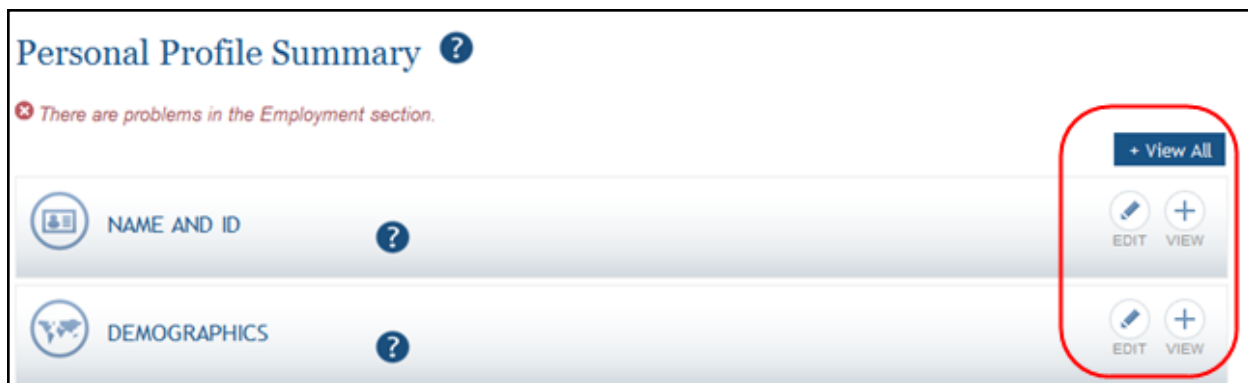
✖ There are problems in the Employment section.

[+ View All](#)

	NAME AND ID ?	EDIT	VIEW
	DEMOGRAPHICS ?	EDIT	VIEW
	EMPLOYMENT ? ✖ Some of your jobs appear to have missing or invalid information. Please examine each job below for specific problems.	EDIT	VIEW
	REVIEWER INFORMATION ?	EDIT	VIEW
	TRAINEE INFORMATION ?	EDIT	VIEW
	EDUCATION ?	EDIT	VIEW
	REFERENCE LETTERS ?		VIEW
	PUBLICATIONS ?		VIEW

You can expand the component tiles partially for viewing (read-only) or entirely for editing. Tiles can be expanded:

- By selecting the **View All** button to expand all components
- By selecting the **View** button in a specific header to expand that individual component
- By selecting the **Edit** button to update the component



Tip: If you are using Internet Explorer and a tile of the Personal Profile does not expand correctly, try clicking the Compatibility View button on your browser's address bar.

1.2.3 Personal Profile Online Help

Select any of the question mark icons (?) within the Personal Profile to access content specific help. The help icons are located on the *Personal Profile Summary* page heading as well as within each component's heading and will lead you to a help topic specific to the icon you selected (e.g., the icon on the **Name and ID** heading opens the help topic pertaining to **Name and ID** component of the Personal Profile).



The online help is also accessible by entering the following URL into your browser: <http://era.nih.gov/erahelp/ppf>

1.3 What's the Difference Between View and Edit?

The Personal Profile provides you two ways to access your information: view mode and edit mode.

1.3.1 Viewing the Information in Your Profile

View mode provides a read-only summary of the information within a specific component of the profile. In view mode, not all maintained fields are displayed. There are several methods for viewing the components of your profile:

- Select a link from the dashboard on the left side of the *Personal Profile Summary* screen to view that component's summary
- Select the **View** button from the header of an individual component to view that component's summary (select **Close** to hide it). When you select **View**, the current topic collapses when the selected one expands.
- Select the **View All** button to display the summaries of all components of your profile (select **Hide All** to hide them)

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JANE AUSTEN
AUSTEN
SAMPLE UNIVERSITY
PI IAR

NIH National Institutes of Health
Office of Extramural Research

Home Admin Institution Profile **Personal Profile** Status RPPR Internet Assisted Review xTrain Admin Supp eRA Partners

Personal Profile
JANE AUSTEN
Roles:
TRAINEE - Trainee
IAR - Internet Assisted Review User
PI - Principle Investigator
Person ID: 1234567

Personal Profile Summary ?

[+ View All](#)

NAME AND ID	?	EDIT	VIEW
DEMOGRAPHICS	?	EDIT	VIEW
EMPLOYMENT	?	EDIT	VIEW
REVIEWER INFORMATION	?	EDIT	VIEW
TRAINEE INFORMATION	?	EDIT	VIEW
EDUCATION	?	EDIT	VIEW
REFERENCE LETTERS	?	EDIT	VIEW
PUBLICATIONS	?	EDIT	VIEW

Profile updated:
06/27/2013

[Change your password](#) by:
12/31/2013

[PPF Privacy Act Notification Statement](#)

eRA Commons Help Desk
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Web: <http://era.nih.gov/help>
Toll-free: 866-504-9552
Phone: 301-402-7469
TTY: 301-451-5939

Contact initiated outside of business hours via Web or voice mail will be returned the next business day

1.3.2 Editing the Information in Your Profile

You can edit any available component of your profile by selecting the **Edit** button on the section's header. This expands the tile and displays the fields for editing. You can then update the information as necessary.

NOTE: Not all components can be edited. Those components do not have an **Edit** button.

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Personal Profile
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Roles:
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Person ID: 1234567

PERSONAL PROFILE SUMMARY
NAME AND ID
DEMOGRAPHICS
EMPLOYMENT
REVIEWER INFORMATION
TRAINEE INFORMATION
EDUCATION
REFERENCE LETTERS
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Contact initiated outside of business hours via Web or voice mail will be returned the next business day

Personal Profile Summary ?

+ View All

NAME AND ID ?	EDIT	VIEW
DEMOGRAPHICS ?	EDIT	VIEW
EMPLOYMENT ?	EDIT	VIEW
REVIEWER INFORMATION ?	EDIT	VIEW
TRAINEE INFORMATION ?	EDIT	VIEW
EDUCATION ?	EDIT	VIEW
REFERENCE LETTERS ?		VIEW
PUBLICATIONS ?		VIEW

Keep in mind that when you select the **Edit** button for a component, it places you in edit mode for all components of your profile. While in edit mode, you can continue updating the other components of the profile by selecting the **View** button for each one, which collapses the tile of the current component you are editing and expands the one you have selected.

As in the view mode, if you'd like to expand all tiles for editing at the same time, use the **View All** button at the top of the profile.

When you are done editing your profile, select the **Save All** button. This is the only method of saving the changes you've made. Selecting **Save All** keeps you in edit mode, so you can keep saving your work along the way.

NOTE: Hiding or closing individual components of the profile is not the same thing as saving the information. If you navigate away from the personal profile, your changes will be lost. You must select the **Save All** button to save your changes!

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Personal Profile
JANE AUSTEN
Roles:
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Person ID: 1234567

PERSONAL PROFILE SUMMARY
NAME AND ID
DEMOGRAPHICS
EMPLOYMENT
REVIEWER INFORMATION
TRAINEE INFORMATION
EDUCATION
REFERENCE LETTERS
PUBLICATIONS

Profile updated:
06/20/2013
[Change your password](#) by:
Date unknown

eRA Commons Help Desk
Hours: Mon-Fri, 7AM-8PM EDT/EST

Personal Profile Summary

+ View All Save All Discard Changes

+ VIEW

NAME AND ID

DEMOGRAPHICS

The information you give for gender, race, ethnicity, and disadvantaged background is used only for aggregated statistical reporting. Your individual information for these items is confidential and protected by the Privacy Act of 1974.

By filling in these items, you help NIH gather information on participation in NIH programs by people from diverse groups. That, in turn, helps NIH identify inequities in recruitment and retention, and promote diversity in science.

Gender

*Gender ☒ Female
☐ Male
☐ Do not wish to provide

*Required Field(s)
This information is used only for aggregate statistical reporting.

Ethnicity and Race

* Ethnicity ☐ Hispanic/Latino
☒ Non-Hispanic
☐ Do not wish to provide

* Race (Check all that apply) ☐ American Indian or Alaskan
☐ Asian
☐ Black or African American
☒ White

This information is used only for aggregate statistical reporting.

This information is used only for aggregate statistical reporting.

If you wish to discard your changes, select the **Discard Changes** button, then select **Yes** from the confirmation pop-up message. Keep in mind that any information you've added since the last time you hit **Save All** will be discarded when you hit the **Discard Changes** button!

Refer to the help topics for each individual profile component to see what fields are available for editing.

2 Name and ID

The **Name and ID** component of the Personal Profile allows you to view, add, or update your:

- Name
- Email address
- Preferred address information for all communication generated from Commons
- Identification information to differentiate you from other Commons users with a similar name
- Citizenship status

All Commons users have access to the **Name and ID** component of the Personal Profile.

2.1 Viewing Name and ID

You can view the information in the **Name and ID** component of the profile by:

- Selecting the **Name and ID** link from the left side dashboard of the *Personal Profile Summary*
- Selecting the **View** button from the **Name and ID** component tile header

The information displays as read-only.

- **Name**
- **Username**
- **eRA Person ID**
- **Email for Account-Related Communications**
- **Contact Information for Commons Communications**

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Home Admin Institution Profile **Personal Profile** Status RPPR Internet Assisted Review xTrain Admin Supp eRA Partners

Personal Profile
JANE AUSTEN
Roles:
TRAINEE - Trainee
IAR - Internet Assisted Review User
PI - Principle Investigator
Person ID: 1234567

Personal Profile Summary

+ View All

NAME AND ID

All questions answered.

Name: JANE AUSTEN
Username: AUSTEN
eRA Person ID: 1234567

NIH uses this information to identify you and accurately match your account.

Contact Information

Email for Account-Related Communications: JAusten@email.com
Contact Information for Commons Communications: SAMPLE UNIVERSITY
123 University Blvd.
Building 10
College Town, VA 12345
UNITED STATES
Email: J_Austen@sample.edu
Phone: 7035552345

NIH will use this email if you need to reset your password or if there is no other way to reach you.
Select a job for NIH to use for all Commons communications.

Profile updated: 06/27/2013
Change your password by: 12/31/2013
PPF Privacy Act Notification Statement

eRA Commons Help Desk
Hours: Mon-Fri, 7AM-8PM EDT/EST
Web: <http://era.nih.gov/help>
Toll-free: 866-504-9552
Phone: 301-402-7469

DEMOGRAPHICS

2.2 Editing Name and ID

Select the **Edit** button on the **Name and ID** header to display all the editable fields available in this component of the Personal Profile. The following fields are available for editing:

Name

- **Prefix:** Select a choice from the drop-down list.
- **First Name** (required): Enter your first name.
- **Middle Name:** If you have a very common name, it is helpful to enter your middle name.
- **Last Name** (required): Enter your last name.
- **Suffix:** Select a choice from the drop-down list.

Email Address

- **For account-related communications**

Enter the email address at which you prefer to receive communications from Commons

about managing your profile, including reminders for re-setting your password. This will also be the addresses used if no other means of reaching you is provided. Required field.

- **Replace other email addresses?**

Select this checkbox if you would like this account-related communications email address to replace the email address(es) you provided for Grants Communication and Reviewer Correspondence in the other sections of the Personal Profile. Required field.

Address for Grants-Related Communications

- **Use contact information from current job**

Select a job from the drop-down list.

Remember: you can update your jobs on the **Employment** section of the profile. A link to **Employment** is provided next to this field.

Identification

- **Date of Birth** (required)

Enter your date of birth in the format MM/DD/YYYY or select the calendar icon to search for and select the date.

- **SSN** (optional)

Enter the last four digits of your Social Security Number (SSN) to help eRA identify you better.

IMPORTANT: As a security measure, the **Date of Birth** and **SSN** fields are only editable if blank or filled with all zeroes. Once populated with other data, these fields become read-only to prevent accidental updates to the wrong person profile. Should you need to make changes to either of these fields and cannot, contact the eRA Service Desk for assistance.

Citizenship Status

- **What country are you a citizen of?** (required)

Select a country from the drop-down list.




- **Citizenship Status** (required)

Select the appropriate radio button.

When you are done with your edits, select the **Save All** button at the top or bottom of the profile to save your changes.

IMPORTANT: As a security measure, after if you are updating the value of a previously entered email address, date of birth, and/or Social Security Number, Commons will send an email to the former (if changed) email address in a person's Commons profile as an alert to the change. If you receive this email after making these changes, no further action is required. If you have not made these changes to your profile and receive this alert, please contact the eRA Commons Help Desk immediately.

[+ View All](#) **Save All** [Discard Changes](#)

 **NAME AND ID**  

Name

***Required Field(s)**

Prefix

*First Name

Middle Name

*Last Name

Suffix

If you have a common name, please include your middle name to help uniquely identify you.

When you submit a grant, enter your name there the same way you do here.

Email Address

*For account-related communications

☐ Replace other email addresses?

NIH will use this mail if you need to reset your password or if there is no other way to reach you.

By checking this checkbox, you will replace the 'Grants Communication' and 'Reviewer Correspondence' email addresses in this profile with the email address above the checkbox.


Address for Grants-Related Communication

Use contact information from current job

Select one of your job addresses to receive all Commons communications (by email or mail)

...or go to the [Employment](#) section of this form, where you can update the address or provide a new work address. Then save the profile and return here.

Identification

*Date of Birth  MM/DD/YYYY

or ☐ Do Not Wish to Provide

SSN 000-00-

Your birth date helps NIH staff in identifying and managing your system records.

NIH asks that you voluntarily provide the last 4 digits of your Social Security Number to accurately identify this account

[Commons Privacy Notice](#) »

Citizenship Status

*What country are you a citizen of?

*Citizenship Status

☒ U.S. Citizen or noncitizen national

☐ Permanent Resident of U.S.

☐ Non-U.S. Citizen with temporary U.S. visa

☐ Non-U.S. Citizen not residing in the U.S.

***Required for a person appointed to and supported by a NRSA or non-NRSA research training award (Trainee), institutional career award (Scholar) or research education award (Participant)**

3 Demographics

The **Demographics** component of the Personal Profile allows you to view, add, or update your:

- Gender
- Ethnicity and race
- Disability

If you are in a training or career development program, you must answer questions concerning:

- Repayment of federal debt (required if you have a Trainee role)
- Disadvantaged background (required if you have a Trainee role)

All Commons users have access to the **Demographics** component of the Personal Profile.

3.1 Viewing Demographics

You can view the information in the **Demographics** component of the profile by:

- Selecting the **Demographics** link from the left side dashboard of the *Personal Profile Summary*
- Selecting the **View** button from the **Demographics** component tile header

The following information displays as read-only:

- **Gender**
- **Ethnicity**
- **Race**
- **Disability**
- **Disadvantaged**
- **Federal Debt**

U.S. Department of Health & Human Services

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Home Admin Institution Profile **Personal Profile** Status RPPR Internet Assisted Review xTrain Admin Supp eRA Partners

Personal Profile
JANE AUSTEN
Roles:
TRAINEE - Trainee
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PI - Principle Investigator
Person ID: 1234567

PERSONAL PROFILE SUMMARY
NAME AND ID
DEMOGRAPHICS
EMPLOYMENT
REVIEWER INFORMATION
TRAINEE INFORMATION
EDUCATION
REFERENCE LETTERS
PUBLICATIONS

Profile updated:
06/27/2013
[Change your password](#) by:
12/31/2013
[PPF Privacy Act Notification Statement](#)

Personal Profile Summary ?

+ View All

NAME AND ID ? EDIT VIEW

DEMOGRAPHICS ? EDIT CLOSE

✓ All questions answered.

Gender:	Female	Gender, ethnicity, race and disability are used for statistical reporting only.
Ethnicity:	Non-Hispanic	
Race:	White	
Disability:		
Disadvantaged:	Intentionally withheld	
Federal Debt:	No	

EMPLOYMENT ? EDIT VIEW

3.2 Edit Demographics

Select the **Edit** button on the **Demographics** header to display all the editable fields available in this component of the Personal Profile. The following fields are available for editing:

Gender

Select the radio button for one of the options (required):

- **Female**
- **Male**
- **Do not wish to provide**

Ethnicity and Race

Select the radio button for the appropriate response to:

- **Ethnicity** (required): Select one option.
- **Race** (required): Select all that apply.

Disability

Select a response to the question **Do you have a disability?**. If Yes, select the checkbox for the disability you have. This is a required field.

Questions for Those in Training and Career Development Programs

The following questions are required for those persons appointed to and supported by NRSA or non-NRSA research training, institutional career award, or research education award.

- **Are you delinquent on the repayment of any U.S. Federal debts?**

Select the appropriate radio button. For a response of Yes, use the text box for a mandatory explanation. Use the link provided next to this field to see examples of debts requiring a Yes response.

- **Are you from a disadvantaged background?**

Select the appropriate radio button. Use the link provided next to this field to see the full definition of disadvantaged background.

When you are done with your edits, select the **Save All** button at the top or bottom of the profile to save your changes.

• View All

Save All

Discard Changes

NAME AND ID

?

VIEW

DEMOGRAPHICS

?

CLOSE

The information you give for gender, race, ethnicity, and disadvantaged background is used only for aggregated statistical reporting. Your individual information for these items is confidential and protected by the Privacy Act of 1974.

By filling in these items, you help NIH gather information on participation in NIH programs by people from diverse groups. That, in turn, helps NIH identify inequities in recruitment and retention, and promote diversity in science.

Gender

***Gender** ☒ Female ☐ Male ☐ Do not wish to provide

***Required Field(s)**

This information is used only for aggregate statistical reporting.

Ethnicity and Race

*** Ethnicity** ☐ Hispanic/Latino ☒ Non-Hispanic ☐ Do not wish to provide

*** Race**
(Check all that apply) ☐ American Indian or Alaskan ☐ Asian ☐ Black or African American ☒ White ☐ Native Hawaiian or Pacific Isl ☐ Do not wish to provide

This information is used only for aggregate statistical reporting.

Disability

*** Do you have a disability?** ☒ No ☐ Yes (Check all that apply)

☐ Hearing ☐ Mobility/Orthopedic Impairment ☐ Visual ☐ Other

☐ Do not wish to provide

This information is used only for aggregate statistical reporting.

Questions for Those in Training and Career Development Programs

***Required for a person appointed to and supported by a NRSA or non-NRSA research training award (Trainee), institutional career award (Scholar) or research education award (Participant)**

Are you delinquent on the repayment of any U.S. Federal debts? ☒ No ☐ Yes

If your answer is "yes" you must explain.

A "yes" answer with an explanation will not necessarily keep you from getting an appointment as a trainee. However, you may be contacted to provide more information.

[See examples of debts that would require a "yes" answer](#) »

Are you from a disadvantaged background? ☐ No ☐ Yes ☒ Do not wish to provide

You may be from a disadvantaged background if you are from one of the following: a family with below-average income or a social, cultural, or educational environment that kept you from obtaining the knowledge, skills, and abilities you need for a research career.

[See the full definition of "disadvantaged background"](#) »

4 Employment

The **Employment** component of the Personal Profile allows you to view, add, or update your research and professional employment history for current and past employment.

The **Employment** component is considered complete if:

- PI and IAR roles: Personal Profile contains employment for the past 3 years
- Trainee roles: Personal Profile contains at least one employment entry
- Admin roles: Personal Profile contains at least one current employment entry

All Commons users have access to the **Employment** component of the Personal Profile.

4.1 View Employment

You can view the information in the **Employment** component of the Personal Profile by:

- Selecting the **Employment** link from the left side dashboard of the *Personal Profile Summary*
- Selecting the **View** button from the **Employment** component tile header

The following information displays as read-only:

- **Current Jobs:** Includes any employment entered into the profile with no end date or an end date in the future
- **Past Jobs:** Includes any employment entered into the profile with an end date in the past

U.S. Department of Health & Human Services

eRA Commons
Sponsored by National Institutes of Health

JANE AUSTEN
AUSTEN
SAMPLE UNIVERSITY
PI IAR

NIH National Institutes of Health
Office of Extramural Research

Home Admin Institution Profile **Personal Profile** Status RPPR Internet Assisted Review xTrain Admin Supp eRA Partners

Personal Profile
JANE AUSTEN
Roles:
TRAINEE - Trainee
IAR - Internet Assisted Review User
PI - Principle Investigator
Person ID: 1234567

PERSONAL PROFILE SUMMARY
NAME AND ID
DEMOGRAPHICS
EMPLOYMENT
REVIEWER INFORMATION
TRAINEE INFORMATION
EDUCATION
REFERENCE LETTERS
PUBLICATIONS

Profile updated:
06/27/2013
[Change your password](#) by:
12/31/2013
[PPF Privacy Act Notification Statement](#)

eRA Commons Help Desk
Hours: Mon-Fri, 7AM-8PM EDT/EST
Web: <http://era.nih.gov/help>
Toll-free: 866-504-9552
Phone: 301-402-7469
TTY: 301-451-5939
Contact initiated outside of business hours via Web or voice mail will be returned the next business day

Personal Profile Summary ?

+ View All

NAME AND ID ? EDIT VIEW

DEMOGRAPHICS ? EDIT VIEW

EMPLOYMENT ? EDIT CLOSE

All questions answered.
3 years of employment history in profile.

Current Jobs:

COUNTY COLLEGE
Professor
01/2013 - present
This is your primary employment.
You are affiliated with this institution.

3 years of employment history is used to determine conflicts of interest.
Enter fellowships as jobs.

Past Jobs:

SOMEOTHER UNIVERSITY
02/2007 - 07/2009
You have chosen this address for Commons communications.

REVIEWER INFORMATION ? EDIT VIEW



4.2 Edit Employment


Select the **Edit** button on the **Employment** header to display all the editable fields available in this component of the Personal Profile.



In the edit mode of Employment, you can add, update, or remove current and past jobs.


When you are done with your edits, select the **Save All** button at the top or bottom of the profile to save your changes.



[+ View All](#) [Save All](#) [Discard Changes](#)


 NAME AND ID 

 VIEW

 DEMOGRAPHICS 

 VIEW

 EMPLOYMENT 

 CLOSE

You have 2 current job(s) and 1 past job(s)


Enter all research-related employment in the past 3 years. This is used to determine conflict of interest for reviewers of your grants and for your own work as a reviewer.

Enter post-doctoral fellowships on this page as a job.

If you have more than one job at the same institution (for example Professor and Dean), you may, but do not have to, add two separate jobs so that you can give different titles, positions, addresses, and start/end dates.

Current Jobs

[Add a New Job](#)

Dates	Employment and Contact Details	Status
January 2013 to present	COUNTY COLLEGE Professor 123 Main Street Thistown, VA 12345 UNITED STATES Email: austen@email.edu Phone: 7031234567	<input checked="" type="checkbox"/> You are affiliated with this institution.  This is your Primary Employment.
<div>Edit Quick Update Leave Job Delete</div>		
September 2009 to present	SAMPLE UNIVERSITY Professor 123 University Blvd Building 10 College Town, VA 12345 UNITED STATES Email: J_Austen@sample.edu Phone: 7035552345	<input checked="" type="checkbox"/> You are affiliated with this institution.
<div>Edit Quick Update Leave Job Delete</div>		

Past Jobs

[Add a Past Job](#)

Dates	Institution and Position	Status
February 2007 to July 2009	SOMEOTHER UNIVERSITY	
<div>Edit Delete</div>		

4.2.1 Current Jobs

Displays all current jobs (i.e., jobs with no end date entered) information, including:

- **Dates:** Indicates the start date to present
- **Employment and Contact Details:** Includes information such as name of the institution; department; street address; phone; email address
- **Status:** Includes information such as current affiliation with institution; whether this job has been selected as your address for communication; whether this job is your Primary Employment

From within the **Current Job** section, you can perform the following tasks:

- **Add a New Job:** Provides access for entering details for another current job
- **Edit:** Provides access for editing all details of the specific current job
- **Quick Update:** Provides access for editing basic information of the specific current job.
- **Leave Job:** Provides access for entering an end date for the specific job

4.2.2 Past Jobs

Displays all past jobs (i.e., jobs with an end date entered) information, including:

- **Dates:** Indicates the start date to present
- **Institution and Position:** Includes information such as name of the institution and position held there
- **Status:** Includes information such as your current affiliation with institution

From within the **Past Jobs** section, you can perform the following tasks:

- **Add a Past Job:** Provides access for entering details for another past job
- **Edit:** Provides access for editing all details of the specific current job

4.3 Updating Your Current Job(s)

4.3.1 Adding a Current Job

If a current job is missing from the list, you can add a new one using the **Add a New Job** button in the **Employment** component of the Personal Profile.

1. Select the **Add a New Job** button from within **Current Jobs**.

The **Add Current Job** data fields display.

2. Enter the new job information in the following fields:

Employer (required)

Select the appropriate radio button.

- **I work for a company or institution outside NIH**
 - Select the **Chose from List** button to search for a select a company or institution.
 - Select the Name of Company **Change** button to change the name of the company.
- **I work inside NIH**
 - Select the institute from the drop-down list.

Start Date (required)

Enter the start date of the job in a MM/YYYY format.

End Date

Enter the end date only if not currently in the job, otherwise leave this field blank.

Job Title

Enter the position/title held at the job.

About this job

Select all applicable checkboxes:

- **This is my primary employment**
 - Choose: This job is **Full** time or **Part** time (required)
 - Choose: This is a job working directly for the federal government **Yes/No** (required)
- **This is a faculty teaching position**
 - Select an option from the drop-down list that best matches your academic rank.
- **This is an academic administrative position**
 - Select an option from the drop-down list that best matches your administrative position.

Your address and contact information at this job

Select the appropriate checkbox(es):

- **Use this contact information for Commons communications**
- **Use this contact information for Reviewer communications**

Enter the address information:




- **Street Address** (required)
- **City** (required)
- **Country** (required)
- **State/Province** (required)
- **ZIP Code** (required)
- **Phone** (required)

Select the appropriate checkbox(es):

- **Use this email for Commons communications**
- **Use this email for Reviewer communications**

Enter your email address in the **Email** field (required).

3. Select the **Add** button.
4. You can continue editing your profile as necessary, but you must select the **Save All** button to save the information.


 EMPLOYMENT  

You have 2 current job(s) and 1 past job(s)

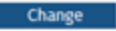
Enter all research-related employment in the past 3 years. This is used to determine conflict of interest for reviewers of your grants and for your own work as a reviewer.

Enter post-doctoral fellowships on this page as a job.

If you have more than one job at the same institution (for example Professor and Dean), you may, but do not have to, add two separate jobs so that you can give different titles, positions, addresses, and start/end dates.

Current Jobs 

Add Current Job *Required Field(s)

***Employer**
☐ I work in a company or institution outside NIH
(No organization selected) 

☐ I work inside NIH

Select One

***Start Date**

MM/YYYY

End Date

MM/YYYY (leave blank if still in this job)

Job Title

About this job
NIH uses this information for statistical analysis
☐ This is my primary employment
***This job is** ☒ Full time ☐ Part time
***This is a job working directly for the federal government** ☐ Yes ☐ No
☐ This is a faculty teaching position
☐ This is an academic administrative position



Your address and contact information at this job
***Street Address**
***City**
***Country**

Select One

***State/Province**

Select One

***Zip Code**
***Phone**
***Email**

4.3.2 Editing a Current Job

1. Select the **Edit** button for the current job.

The **Edit Current Job** data fields display.

2. Enter information for the following fields:

Employer (required)

Select the appropriate radio button.

- **I work for a company or institution outside NIH**
 - Select the **Chose from List** button to search for a select a company or institution.
 - Select the Name of Company **Change** button to change the name of the company.
- **I work inside NIH**
 - Select the institute from the drop-down list.

Start Date (required)

Enter the start date of the job in a MM/YYYY format.

End Date

Enter the end date only if not currently in the job, otherwise leave this field blank.

Job Title

Enter the position/title held at the job.

About this job

Select all applicable checkboxes.

- **This is my primary employment**
 - Choose: This job is **Full** time or **Part** time (required)
 - Choose: This is a job working directly for the federal government **Yes/No** (required)
- **This is a faculty teaching position**
 - Select an option from the drop-down list that best matches your academic rank.
- **This is an academic administrative position**
 - Select an option from the drop-down list that best matches your administrative position.

Your address and contact information at this job

Select the appropriate checkbox(es):

- Use this contact information for Commons communications
- Use this contact information for Reviewer communications

Enter the address information:

- **Street Address** (required)
- **City** (required)
- **Country** (required)
- **State/Province** (required)
- **ZIP Code** (required)
- **Phone** (required)

Select the appropriate checkbox(es):

- **Use this email for Commons communications**
- **Use this email for Reviewer communications**

Enter your email address in the **Email** field (required).

3. Select the **Update** button.
4. You can continue editing your profile as necessary, but you must select the **Save All** button to save the information.

EMPLOYMENT

?

CLOSE

You have 2 current job(s) and 1 past job(s)

Enter all research-related employment in the past 3 years. This is used to determine conflict of interest for reviewers of your grants and for your own work as a reviewer.

Enter post-doctoral fellowships on this page as a job.

If you have more than one job at the same institution (for example Professor and Dean), you may, but do not have to, add two separate jobs so that you can give different titles, positions, addresses, and start/end dates.

Current Jobs

Add a New Job

Dates	Employment and Contact Details	Status
January 2013 to present	COUNTY COLLEGE Professor 123 Main Street Thistown, VA 12345 UNITED STATES Email: austen@email.edu Phone: 7031234567	<input checked="" type="checkbox"/> You are affiliated with this institution. <input checked="" type="checkbox"/> This is your Primary Employment.

Edit

Quick Update

Leave Job

Delete

Edit Current Job

*Required Field(s)

*Employer

☒ I work in a company or institution outside NIH
COUNTY COLLEGE

Change

☐ I work inside NIH

Select One

*Start Date

01/2013 MM/YYYY

End Date

MM/YYYY (leave blank if still in this job)

Job Title

Professor

About this job

NIH uses this information for statistical analysis

☒ This is my primary employment
This job is ☐ Full time ☒ Part time
This is a job working directly for the federal government ☐ Yes ☒ No
☒ This is a faculty teaching position
☐ This is an academic administrative position

Your address and contact information at this job

*Street Address

123 Main Street

*City

Thistown

*Country

UNITED STATES

*State/Province

VIRGINIA

*Zip Code

12345

*Phone

7031234567

*Email

austen@email.edu

Update

Cancel

4.3.3 Performing a Quick Update for a Current Job

Perform a quick update of a current job when you only need to update the more common items related to a job, such as your phone number, email address, and/or title.

1. Select the **Quick Update** button for the current job.

The **Update Info** data fields display.

2. From the **Update Information** box, update the following fields.

- My information has changed at this job:

- **Phone**
- **Email**
- **Title**

3. Select the **Update** button.

The screenshot shows the 'EMPLOYMENT' section of a user profile. At the top, it says 'You have 2 current job(s) and 1 past job(s)'. Below this, there are instructions about entering research-related employment and post-doctoral fellowships. A table titled 'Current Jobs' lists a job at 'COUNTY COLLEGE' starting in 'January 2013 to present'. The job details include the title 'Professor', address '123 Main Street, Thistown, VA 12345, UNITED STATES', email 'austen@email.edu', and phone '7031234567'. The status is 'You are affiliated with this institution.' and 'This is your Primary Employment.' Below the job details are buttons for 'Edit', 'Quick Update', 'Leave Job', and 'Delete'. The 'Quick Update' button is highlighted with a red circle. Below the job list is a modal box titled 'Update Info' with the heading 'My information has changed at this job:'. It contains input fields for 'Phone' (7031239876), 'Email' (austen@email.edu), and 'Title' (Professor). The 'Update' button in the modal is also highlighted with a red circle.

Dates	Employment and Contact Details	Status
January 2013 to present	COUNTY COLLEGE Professor 123 Main Street Thistown, VA 12345 UNITED STATES Email: austen@email.edu Phone: 7031234567	✓ You are affiliated with this institution. ① This is your Primary Employment.

Buttons: Edit, Quick Update, Leave Job, Delete

Update Info
My information has changed at this job:
Phone: 7031239876
Email: austen@email.edu
Title: Professor
Buttons: Update, Cancel

4. You can continue editing your profile as necessary, but you must select the **Save All** button to save the information.

4.3.4 Leaving a Current Job

When you leave a current job, you can use the **Leave Job** button to update your personal profile.

1. Select the **Leave Job** button for the current job.

The **Leave Job** box displays.

EMPLOYMENT ? CLOSE

You have 2 current job(s) and 1 past job(s)

Enter all research-related employment in the past 3 years. This is used to determine conflict of interest for reviewers of your grants and for your own work as a reviewer.

Enter post-doctoral fellowships on this page as a job.

If you have more than one job at the same institution (for example Professor and Dean), you may, but do not have to, add two separate jobs so that you can give different titles, positions, addresses, and start/end dates.

Current Jobs [Add a New Job](#)

Dates	Employment and Contact Details	Status
January 2013 to present	COUNTY COLLEGE Professor 123 Main Street Thistown, VA 12345 UNITED STATES Email: austen@email.edu Phone: 7031234567	✓ You are affiliated with this institution. ① This is your Primary Employment.
	Edit Quick Update Leave Job Delete	

Leave Job

I have left this job as of:

End Date MM/YYYY

[Leave Job](#) [Cancel](#)

2. Update the following fields:

- **I have left this job as of:**

End Date (enter in MM/YYYYY format)

- **Contact information at this job is currently used for:**

<type of communication is listed if applicable>

- **What address should NIH use instead?**

Select an option from the drop-down list.

3. Select the **Leave Job** button.
4. You can continue editing your profile as necessary, but you must select the **Save All** button to save the information.

4.3.5 Deleting a Current Job

You can remove a current job from your personal profile by using the Delete Job feature. Use this information if you do not want the job listed in your profile; deleting a job permanently removes the information. If you accidentally remove this information, you will need to re-add it.

NOTE: Do not use the Delete Job feature to indicate that you are no longer at a job. If you wish to update your profile to show a past job, use the Leave Job feature. [Refer to the section of this document titled *Leaving a Current Job* on Page 31.](#)

To delete a current job from your profile:

1. Select the **Delete Job** button for the current job.

The **Delete Job** box displays.

EMPLOYMENT ? CLOSE

You have 2 current job(s) and 1 past job(s)

Enter all research-related employment in the past 3 years. This is used to determine conflict of interest for reviewers of your grants and for your own work as a reviewer.

Enter post-doctoral fellowships on this page as a job.

If you have more than one job at the same institution (for example Professor and Dean), you may, but do not have to, add two separate jobs so that you can give different titles, positions, addresses, and start/end dates.

Current Jobs [Add a New Job](#)

Dates	Employment and Contact Details	Status
January 2013 to present	COUNTY COLLEGE Professor 123 Main Street Thistown, VA 12345 UNITED STATES Email: austen@email.edu Phone: 7031234567	✓ You are affiliated with this institution. ⓘ This is your Primary Employment.

[Edit](#)
[Quick Update](#)
[Leave Job](#)
[Delete](#)

Delete Job

Do you really wish to delete the job above? Your changes will be permanent when you save this profile, although you can always re-add it later.

[Delete Job](#)
[Cancel](#)

2. Select the **Delete Job** button.
3. You can continue editing your profile as necessary, but you must select the **Save All** button to save the information.

4.4 Updating Your Past Job(s)

4.4.1 Adding a Past Job

If you would like to add a past job, you may do so by using the **Add a Past Job** button in the Past Jobs section.

1. Select the **Add a Past Job** button.

The **Add Past Job** data fields display.

Past Jobs

Add a Past Job

Add Past Job *Required Field(s)

*Employer ☐ I worked in a company or institution outside NIH
(No organization selected) **Change**

☐ I worked inside NIH **Select One**

*Start Date MM/YYYY

End Date MM/YYYY (leave blank if still in this job)

Job Title

About this job
NIH uses this information for statistical analysis

☐ This was my primary employment

*This job was ☐ Full time ☐ Part time

*This was a job working directly for the federal government ☐ Yes ☐ No

☐ This is a faculty teaching position

☐ This is an academic administrative position

Add **Cancel**

2. Enter the information for the following fields:

Employer (required)

Select the appropriate radio button.

- **I work for a company or institution outside NIH**
 - Select the **Chose from List** button to search for a select a company or institution.
 - Select the Name of Company **Change** button to change the name of the company.
- **I work inside NIH**
 - Select the institute from the drop-down list.

Start Date (required)

Enter the start date of the past job in a MM/YYYY format.

End Date

Enter the date (MM/YYYY) when you left this job.

Job Title

Enter the position/title held at the job.

About this job

Select all applicable checkboxes.

- **This is my primary employment**
 - Choose: This job is **Full** time or **Part** time (required)
 - Choose: This is a job working directly for the federal government **Yes/No** (required)
 - **This is a faculty teaching position**
 - Select an option from the drop-down list that best matches your academic rank.
 - **This is an academic administrative position**
 - Select an option from the drop-down list that best matches your administrative position.
3. Select the **Add** button.
 4. You can continue editing your profile as necessary, but you must select the **Save All** button to save the information.

4.4.2 Editing a Past Job

1. Select the **Edit** button of the past job.

The **Edit Past Job** data fields display.

Past Jobs [Add a Past Job](#)

Dates	Institution and Position	Status
February 2007 to July 2009	SOMEOTHER UNIVERSITY	

[Edit](#) [Delete](#)

Edit Past Job *Required Field(s)

*Employer ☒ I worked in a company or institution outside NIH
SOMEOTHER UNIVERSITY [Change](#)

☐ I worked inside NIH Select One

*Start Date MM/YYYY

End Date MM/YYYY (leave blank if still in this job)

Job Title

About this job
NIH uses this information for statistical analysis

☐ This was my primary employment

*This job was ☒ Full time ☐ Part time

*This was a job working directly for the federal government ☒ Yes ☐ No

☒ This is a faculty teaching position

Select the best match to your teaching position

☒ This is an academic administrative position

Select the best match to your administrative position

[Update](#) [Cancel](#)

2. Enter information for the following fields:

Employer (required)

Select the appropriate radio button.

- **I work for a company or institution outside NIH**
 - Select the **Chose from List** button to search for a select a company or institution.
 - Select the Name of Company **Change** button to change the name of the company.

- **I work inside NIH**

- Select the institute from the drop-down list.

Start Date (required)

Enter the start date of the past job in a MM/YYYY format.

End Date

Enter the date (MM/YYYY) when you left this job.

Job Title

Enter the position/title held at the job.

About this job

Select all applicable checkboxes.

- **This is my primary employment**

- Choose: This job is **Full** time or **Part** time (required)
- Choose: This is a job working directly for the federal government **Yes/No** (required)

- **This is a faculty teaching position**

- Select an option from the drop-down list that best matches your academic rank.

- **This is an academic administrative position**

- Select an option from the drop-down list that best matches your administrative position.

3. Select the **Update** button.

4. You can continue editing your profile as necessary, but you must select the **Save All** button to save the information.

4.4.3 Deleting a Past Job

You can remove a past job from your personal profile by using the Delete Job feature. Use this information if you do not want the job listed in your profile; deleting a job permanently removes the information. If you accidentally remove this information, you will need to re-add it.

To delete a current job from your profile:

1. Select the **Delete Job** button for the past job.

The **Delete Job** box displays.

Past Jobs Add a Past Job

Dates	Institution and Position	Status
February 2007 to July 2009	SOMEOTHER UNIVERSITY	

Edit Delete

Delete Job

Do you really wish to delete the job above? Your changes will be permanent when you save this profile, although you can always re-add it later.

Delete Job Cancel

2. Select the **Delete Job** button.
3. You can continue editing your profile as necessary, but you must select the **Save All** button to save the information.

5 Reviewer Information

If you have one of the following Commons user roles, you are required to complete fields within the **Reviewer Information** component of the Personal Profile:

- IAR
- PI

If you are a Reviewer using Internet Assisted Review (IAR) via the Commons system, please keep in mind that accurate Reviewer information is essential for successfully using IAR for the review process.

The **Reviewer Information** section allows you to view, add, update, and/or access:

- Your preferred method of contact for review meetings
- Your home address information
- Secure Payment Registration System (SPRS)
- Your eligibility for continuous submission

NOTE: Please remember to keep your profile updated with employment information from the last 3 years. This information is vital to NIH and its SROs for determining any conflicts of interest with applications. Employment information is maintained in the **Employment** section of your profile. [Refer to the section of this document titled *Employment on Page 20* for steps on completing this information.](#)

5.1 Viewing Reviewer Information

You can view the information in the **Reviewer Information** component of the Personal Profile by:

- Selecting the **Reviewer Information** link from the left side dashboard of the *Personal Profile Summary*
- Selecting the **View** button from the **Reviewer Information** component tile header

The information displays the following fields as read-only.

- **Reviewer Correspondence**
- **Reviewer Payments**
- **Continuous Submission Eligibility Status**

You can view your Continuous Submission Eligibility status while in the view mode of the **Reviewers Information** by selecting one of the **Show Eligibility Status** links. Refer to the section titled [Continuous Submission Eligibility Status on Page 42](#).

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JANE AUSTEN
SAMPLE UNIVERSITY
PI IAR

NIH National Institutes of Health
Office of Extramural Research

Home Admin Institution Profile **Personal Profile** Status RPPR Internet Assisted Review xTrain Admin Supp eRA Partners

Personal Profile
JANE AUSTEN
Roles:
TRAINEE - Trainee
IAR - Internet Assisted Review User
PI - Principle Investigator
Person ID: 1234567

PERSONAL PROFILE SUMMARY
NAME AND ID
DEMOGRAPHICS
EMPLOYMENT
REVIEWER INFORMATION
TRAINEE INFORMATION
EDUCATION
REFERENCE LETTERS
PUBLICATIONS

Profile updated:
06/27/2013
[Change your password by:](#)
12/31/2013
[PPF Privacy Act Notification Statement](#)

eRA Commons Help Desk
Hours: Mon-Fri, 7AM-8PM EDT/EST
Web: <http://era.nih.gov/help>
Toll-free: 866-504-9552
Phone: 301-402-7469
TTY: 301-451-5939

Contact initiated outside of business hours via Web or voice mail will be returned the next business day

Personal Profile Summary

NAME AND ID

DEMOGRAPHICS

EMPLOYMENT

REVIEWER INFORMATION

Reviewer Correspondence: Department of Medicine
Sample University
College Town, VA 12345
UNITED STATES
Email: J_Austen@sample.edu
Phone: 7035552345

Select a job or a home address for NIH to use for all grants-related communications.

Reviewer Payments: 52 Memory Lane
Thistown, VA 12345
UNITED STATES
Email: Jane@myemail.com
Phone: 7035555678

You must provide a home address to be paid for your work as a reviewer.

Continuous Submission Eligibility Status:
Not Eligible

To help recognize outstanding service in the NIH peer review process and on NIH Advisory Groups, NIH has implemented policy and procedures to allow appointed members of NIH review and Advisory Groups, and peer reviewers with recent substantial service (six times in the NIH specified 18 months period), to submit their research grant applications (R01, R21, or R34) on a continuous basis and to have those applications undergo initial peer review in a timely manner.

[What is Continuous Submission?](#) »
[Continuous Submission FAQs](#) »

Eligibility for Continuous Submission based on current appointed membership [Show Eligibility Status](#)

Eligibility for Continuous Submission based on recent substantial service [Show Eligibility Status](#)

TRAINEE INFORMATION

5.2 Editing Reviewer Information

Select the **Edit** button on the **Reviewer Information** header to display all the editable fields available in this component of the Personal Profile.

Reviewer Communications

You must provide NIH with a means of contacting you for communications specific to review meetings, such as your initial invitation by the SRO to participate in a review meeting.

Reviewer Communications

***Required Field(s)**

*What address should NIH use to contact you for reviews?

☐ Use my work address at:

Select One

☐ Use the home address on this page

☒ Provide a different address

To use a new work address, go to the [Employment](#) section of this form, where you can provide a new address or update an existing one. Then save the profile and return here.

*Street Address: Department of Medicine
Sample University

*City: College Town

*Country: UNITED STATES

*State/Province: VIRGINIA

*Zip Code: 12345

*Phone: 7035552345

*Email: J_Austen@sample.edu

- **What address should NIH use to contact you for reviews?** Select one of the radio buttons provided.

- **Use my work address at:**

Select this option to use a work address that we have for you in your profile. You can select the specific one from the drop-down list.

If the work address you want to use is not listed, it means it is not in your profile. In this case, update your **Employment** section by adding a new job, save the profile, and then return to this field to select it.

- **Use the home address on this page**

Select this option if you want to use the home address listed in this Reviewer Information section of the Personal Profile. When you choose this option, you must also enter your **Phone** and **Email** on the required fields that are provided.

- **Provide a different address**

Select this option if you wish to provide another address not already in your profile. Selecting this option displays editable address fields.

Home Address

You must provide a home address in order to be paid for your services as a Reviewer. This address should be the same one you use to file your federal income tax. All fields in this section are required.

Home Address

You must provide a home address to be paid for your work as a reviewer. This address should be the same as the one you use for filing your Federal income tax. Once you have entered your address, you will be able to register in the Secure Payment Registration System (SPRS).

*Street Address

*City

*Country

*State/Province

*Zip Code

*Phone

*Email

- **Street Address**
- **City**
- **Country** (select from drop-down)
- **State** (select from drop-down)
- **ZIP Code**

Reviewer Payments

This section includes a link to the Secure Payment Registration System (SPRS). Reviewer payments are made through this system. Use the provided link to access SPRS and register your bank account and payment information there.

Reviewer Payments

Reviewer payments are made through the Secure Payment Registration System (SPRS). You must set up your bank account and other payment information there.

[Go to the Secure Payment Registration System](#) »

Continuous Submission Eligibility Status

Displays *Eligible Until* <Date and Time> or *Not Eligible* as appropriate.

Use the **What is Continuous Submission?** and **Continuous Submission FAQs** links in this

section to access information on Continuous Submission Eligibility.

Continuous Submission Eligibility Status:
Eligible Until 08/16/2019 5:00 PM ET

To help recognize outstanding service in the NIH peer review process and on NIH Advisory Groups, NIH has implemented policy and procedures to allow appointed members of NIH review and Advisory Groups, and peer reviewers with recent substantial service (six times in the NIH specified 18 months period), to submit their research grant applications (R01, R21, or R34) on a continuous basis and to have those applications undergo initial peer review in a timely manner.

[What is Continuous Submission?](#) »
[Continuous Submission FAQs](#) »

Eligibility for Continuous Submission based on current appointed membership[Show Eligibility Status](#)

Eligibility for Continuous Submission based on recent substantial service[Show Eligibility Status](#)

Select the **Show Eligibility Status** links to view details of your eligibility based on current appointed membership or recent substantial service. Once expanded, the details can be collapsed by selecting the **Hide Eligibility Status** links.

Eligibility for Continuous Submission based on current appointed membership

Use this section to check if you are eligible based on current appointed membership to NIH review and advisory groups. Details of the current eligible committee service team(s) display including the **From** and **To** date and **Committee Name**.

If ineligible, the following message displays: *There are no eligible committee memberships available.*

Eligibility for Continuous Submission based on current appointed membership[Hide Eligibility Status](#)

Eligible Committee Service Terms

From:	To:	Committee Name:
07/01/2013	06/30/2019	IRG

Eligibility for Continuous Submission based on recent substantial service[Show Eligibility Status](#)

Eligibility for Continuous Submission based on recent substantial service

Use this section to check if you are eligible based on recent substantial service. Choose a fiscal year from the drop-down list. When you select an option, information concerning your status

displays for that fiscal year. This includes whether you are eligible; the number of meetings in which you have participated; the details for those meetings.

Additionally, there is a link offering information on what to do if meetings are missing from the link. Select the **What do I do if meetings that I think should count are missing from this list?** link to view that information.

Eligibility for Continuous Submission based on current appointed membership
[Show Eligibility Status](#)

Eligibility for Continuous Submission based on recent substantial service
[Hide Eligibility Status](#)

Fiscal Year 2015 (08/16/2014 - 09/30/2015)

Your Status

For Fiscal Year 2015 (08/16/2014 - 09/30/2015), you are NOT ELIGIBLE for Continuous Submission based on your recent NIH review service.
You participated in 1 meeting(s) from 01/01/2013 to 06/30/2014.
[What do I do if meetings that I think should count are missing from this list?](#)

1. 07/25/2013 at ABCD Meeting 2013/10 ABDC

SRO: Elizabeth Bennet

When you are done with your edits, select the **Save All** button at the top or bottom of the profile to save your changes.

6 Trainee Information

If you hold a Commons Trainee user role and are using the xTrain module, you have access to the **Trainee Information** component of the Personal Profile. This section of the profile allows you to view, add, or update your permanent address where you can be contacted after the training program is completed.

If you have the Trainee Commons user role, you have access to the **Trainee Information** component of the Personal Profile.

6.1 View Trainee Permanent Address

You can view the information in the **Trainee Information** component of the Personal Profile by:

- Selecting the **Trainee Information** link from the left side dashboard of the *Personal Profile Summary*
- Selecting the **View** button from the **Trainee Information** component tile header

The Trainee's permanent address information displays in this view.

The screenshot displays the eRA Commons Personal Profile Summary for Jane Austen. The page includes a sidebar with navigation links and a main content area with various profile sections. The Trainee Information section is highlighted with a red box.

Personal Profile Summary

Personal Profile
JANE AUSTEN
Roles:
TRAINEE - Trainee
IAR - Internet Assisted Review User
PI - Principle Investigator
Person ID: 1234567

Trainee Information

Street Address (Trainees): 52 Memory Lane
This town, VA 12345
UNITED STATES
Email: Jane@myemail.com
Phone: 703-555-5678

This address allows NIH to contact you after your training is complete.

6.2 Edit Trainee Permanent Address

Select the **Edit** button on the **Trainee Information** header to display all the editable fields available in this component of the Personal Profile.

The information - both the street and email addresses - you provide should be one at which you can be reached after your current trainee period ends. All fields are required.

- **Street Address**
- **City**
- **Country** (select from drop-down)
- **State** (select from drop-down)
- **ZIP code**
- **Phone**
- **Email**

When you are done with your edits, select the **Save All** button at the top or bottom of the profile to save your changes.

U.S. Department of Health & Human Services
eRA Commons
JANE AUSTEN
AUSTEN
SAMPLE UNIVERSITY
PI IAR
National Institutes of Health
Office of Extramural Research

Home Admin Institution Profile **Personal Profile** Status RPPR Internet Assisted Review xTrain Admin Supp eRA Partners

Personal Profile
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Personal Profile Summary ?

+ View All
Save All
Discard Changes

NAME AND ID ? VIEW

DEMOGRAPHICS ? VIEW

EMPLOYMENT ? VIEW

REVIEWER INFORMATION ? VIEW

TRAINEE INFORMATION ? CLOSE

This permanent address should be one where you can be reached for follow-up surveys after your training program is complete. Do not give your current home address, unless it is also your permanent address.

***Required Field(s)**

*Street Address 52 Memory Lane

*City Thistown

*Country UNITED STATES

*State VIRGINIA

*ZIP Code 12345

*Phone 7035555678

*Email Jane@myemail.com

Enter an address where we can reach you after your current student or trainee period is over. It may be "in care of" someone.
Enter an email address where NIH can contact you after you complete this trainee position.

EDUCATION ? VIEW

REFERENCE LETTERS ? VIEW

7 Education

The **Education** component of the Personal Profile allows you to view, add, update, and/or access your:

- Awarded and expected degree information
- Areas of Post-Graduate Clinical Training
- Eligibility for continuous submission

The **Education** component is considered complete when the profile contains at least one degree (complete or in progress).

If you have one of the following Commons user roles, you have access to the **Education** component of the Personal Profile:

- ASST
- IAR
- PI
- Postdoc
- Scientist
- Sponsor
- Trainee

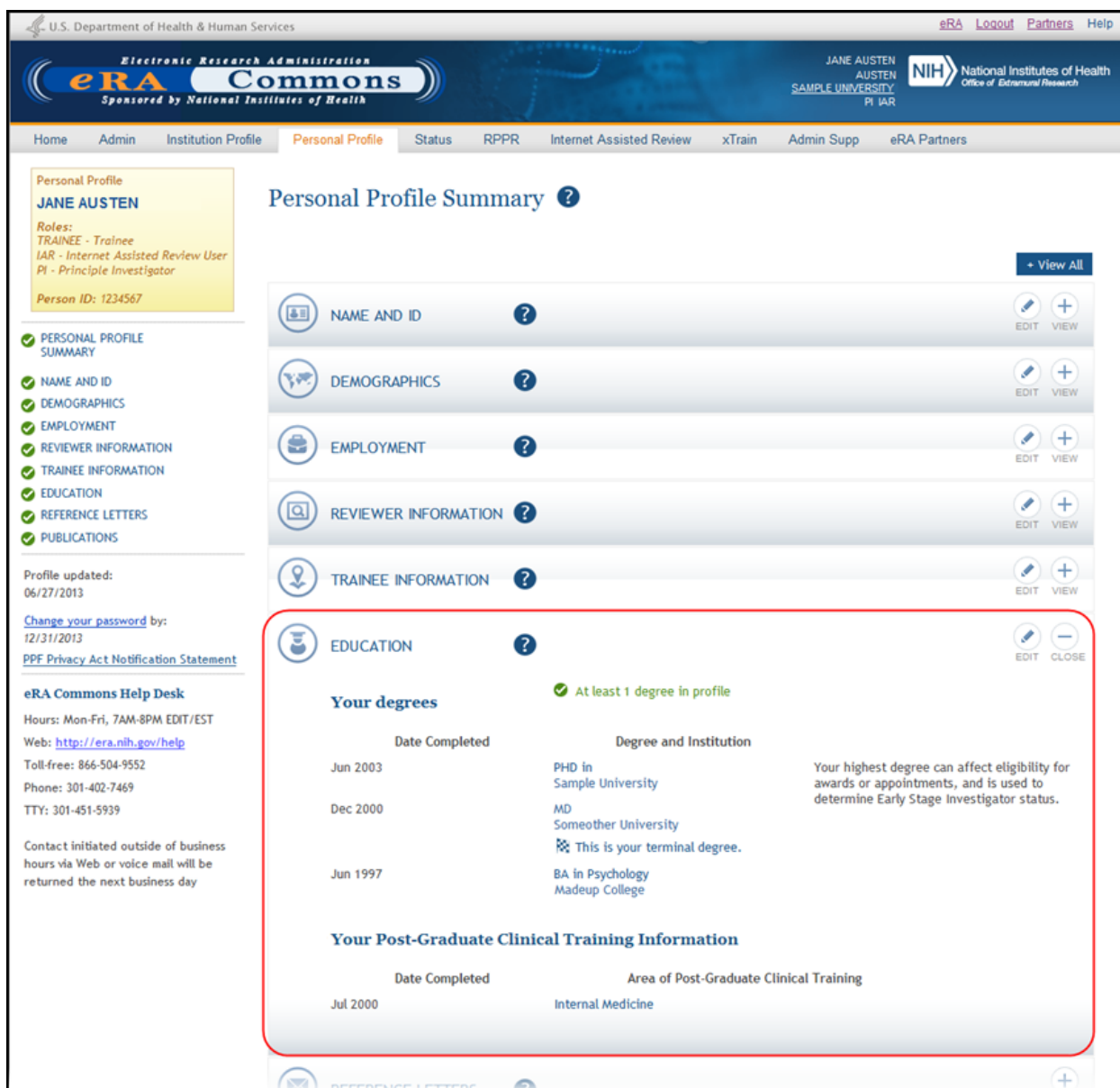
7.1 Viewing Education

You can view the information in the **Education** component of the Personal Profile by:

- Selecting the **Education** link from the left side dashboard of the Personal Profile Summary
- Selecting the **View** button from the **Education** component tile header

The information displays as read-only.

- **Your Degrees**
Date Completed
Degree and Institution
- **Your Post-Graduate Clinical Training Information**
Date Completed
Area of Post-Graduate Clinical Training
- **Early Stage Investigator (ESI) Status**



Personal Profile Summary ?

Personal Profile
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Personal Profile Summary

- PERSONAL PROFILE SUMMARY
- NAME AND ID
- DEMOGRAPHICS
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- REVIEWER INFORMATION
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- REFERENCE LETTERS
- PUBLICATIONS

NAME AND ID ?

DEMOGRAPHICS ?

EMPLOYMENT ?

REVIEWER INFORMATION ?

TRAINEE INFORMATION ?

EDUCATION ?

Your degrees At least 1 degree in profile

Date Completed	Degree and Institution
Jun 2003	PHD in Sample University
Dec 2000	MD Someother University
	This is your terminal degree.
Jun 1997	BA in Psychology Madeup College

Your Post-Graduate Clinical Training Information

Date Completed	Area of Post-Graduate Clinical Training
Jul 2000	Internal Medicine




Your highest degree can affect eligibility for awards or appointments, and is used to determine Early Stage Investigator status.

7.2 Editing Education

While in the edit mode, you can edit or delete your individual degree and/or Post-Graduate Clinical Training Information records or add new information using the **Edit**, **Delete**, and **Add a Degree** buttons.

When you are done with your edits, select the **Save All** button at the top or bottom of the profile to save your changes.

Your **Early Stage Investigator (ESI) Status** displays in edit mode. Look to the bottom of the **Education** tile to view **Your Status**.

 EDUCATION   CLOSE

You have 3 completed degrees or post-graduate clinical training, and 0 in progress

Enter all post-high school degrees completed or in progress. It should also include your latest medical residency, if you have one. You may enter degrees in any order.


Your degree information is sometimes checked against grant applications or used to populate other forms. Your highest degree can affect eligibility for awards or appointments.







Trainees: This information is critical. We use it to determine eligibility, and it can affect stipends.

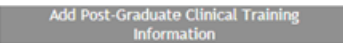
Post-Graduate Clinical Training: If you entered at least one completed degree, you can add post-graduate clinical training information. Commons includes information on only one clinical training at a time. If you already have clinical training information listed and you now want to tell us about a new post-graduate clinical training, use Edit Post-Graduate Clinical Training Information to change the information.



Fellowships: Enter post-doctoral fellowships and assistantships on the Employment page.

[For translation of degree codes click here](#)

Your degrees 

Date Completed	Degree and Institution	Action
June 2003	PHD in Sample University	 EDIT  DELETE
December 2000	MD Someother University <input checked="" type="checkbox"/> This is your terminal degree.	 EDIT  DELETE
June 1997	BA in Psychology Madeup College	 EDIT  DELETE

Your Post-Graduate Clinical Training Information 

Date Completed	Area of Post-Graduate Clinical Training	Action
July 2000	Internal Medicine	 EDIT  DELETE

Early Stage Investigator (ESI) Status

ESI status gives you special consideration and enhanced benefits when applying for certain grants. Investigators have this status for 10 years after they receive a PhD.

[See more Information on ESI](#) »

Your Status

No longer an early stage investigator
Your MD was completed in Jun 2000 , over 10 years ago

NOTE: Select the **For translation of degree codes click here** link to open the Degree Codebook file. This link is only available while in edit mode.

7.3 Updating Your Degrees

7.3.1 Adding a Degree

You can add another degree to your profile using the **Add Degree** button in the **Education** component of the Personal Profile.

1. Select the **Add Degree** button.

The **Add Degree** box displays.

2. Enter information for the following fields:

Degree Name (required)

Select your type of degree from the drop-down list or choose *Other Degree* if not available.

For a translation of degree codes, please refer to the Degree Codebook spreadsheet located online (http://era.nih.gov/files/degree_codebook.xlsx).

Status (required)

Select the appropriate radio button concerning the status of your degree and enter the month/year in MM/YYYY format:

- **Completed in**
- **In Progress, expected**

Choose a **Length of program in progress** from the drop-down box if your status is in progress.

Institution (required)

Enter the name of the institution. If outside the United States, enter the city and country in the next box.

Is this your terminal degree

Select the checkbox if this is the highest degree available in the field of study.

Area of Study

- Enter a **Primary** area of study
- Enter a **Secondary** area of study

3. Select the **Add** button.

-OR-

Select the **Add another Degree** button to repeat the steps for another degree.

Your degrees Add a Degree

Add Degree *Required

*Degree Name
 Other Degree

*Status
☐ Completed in
☐ In Progress, expected
 Length of program in progress

*Institution
 If the institution is outside the US, enter the city and country where it is located:

Is this your terminal degree? ☐

Area of Study
 Primary
 Secondary

Add Add another Degree Cancel

Date Completed Degree and Institution Action

7.3.2 Editing a Degree

You can edit or delete existing degree information using the **Edit** and **Delete** buttons.

To edit a degree:

1. Select the **Edit** button for your degree.

The **Edit Degree** box displays.

2. From the **Edit Degree** box, update the following fields:

Degree Name (required)

Select your type of degree from the drop-down list or choose *Other Degree* if not available.

For a translation of degree codes, please refer to the Degree Codebook spreadsheet located online (http://era.nih.gov/files/degree_codebook.xlsx).

Status (required)

Select the appropriate radio button concerning the status of your degree and enter the

month/year:

- **Completed in**
- **In Progress, expected**

Choose a **Length of program in progress** from the drop-down box if your status is in progress.

Institution (required)

Enter the name of the institution. If outside the United States, enter the city and country in the next box.

Is this your terminal degree

Select the checkbox if this is the highest degree available in the field of study.

Area of Study

- Enter a **Primary** area of study
- Enter a **Secondary** area of study

3. Select the **Update** button.

Your degrees [Add a Degree](#)

Date Completed	Degree and Institution	Action
June 2003	PHD in Sample University	EDIT DELETE
December 2000	MD Someother University <input checked="" type="checkbox"/> This is your terminal degree.	EDIT DELETE

Edit Degree *Required

*Degree Name If your degree is not in the list, select one of the "Other Degree" options. If you do not expect to complete this degree, leave the date blank.

*Status ☒ Completed in MM/YYYY

☐ In Progress, expected MM/YYYY

Length of program in progress

*Institution
If the institution is outside the US, enter the city and country where it is located:

Is this your terminal degree? ☒

Area of Study

Primary

Secondary

[Update](#) [Cancel](#)

June 1997	BA in Psychology Madeup College	EDIT DELETE
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7.3.3 Deleting a Degree

You can remove a degree from your personal profile by using the Delete Degree feature. Use this information if you do not want the degree information listed in your profile; deleting a degree permanently removes the information. If you accidentally remove this information, you will need to re-add it.

To delete a degree:

1. Select the **Delete** link next to the degree being removed.

The **Delete Degree** box displays.

2. Select the **Delete Degree** button.

The degree information is permanently removed from your profile.

Your degrees Add a Degree

Date Completed	Degree and Institution	Action
June 2003	PHD in Sample University	EDIT DELETE
<div>Delete Degree Do you really wish to delete the degree above? Your changes will be permanent when you save this profile, although you can always re-add it later. Delete Degree Cancel</div>		
December 2000	MD Someother University	EDIT DELETE

7.4 Updating Your Post-Graduate Clinical Training

7.4.1 Adding Post-Graduate Clinical Training Information

If Post-Graduate Clinical Training Information is missing from the list, you can add a new one using the **Add Post-Graduate Clinical Training Information** button in the **Education** component of the Personal Profile.

To add Post-Graduate Clinical Training Information:

1. Select the **Add Post-Graduate Clinical Training Information** button for your Clinical Training.

The **Edit Post-Graduate Clinical Training** box displays.

2. Update the following fields:
 - **Area of Post-Graduate Clinical Training**
 - **Date Completed (or expected)** in MM/YYYY format (required field)
3. Select the **Add** button.

Your Post-Graduate Clinical Training Information

Add Post-Graduate Clinical Training Information

Edit Post-Graduate Clinical Training Information *Required

Area of Post-Graduate Clinical Training NIH main campus

*Date Completed (or expected) MM/YYYY

Add Cancel

Date Completed Area of Post-Graduate Clinical Training Action

7.4.2 Editing Post-Graduate Clinical Training Information

You can edit or delete existing Post-Graduate Clinical Training Information using the **Edit** and **Delete** buttons.

To edit your Post-Graduate Clinical Training Information:

1. Select the **Edit** button for your Post-Graduate Clinical Training.

The **Edit Post-Graduate Clinical Training Information** box displays.

2. Update the following fields:
 - **Area of Post-Graduate Clinical Training Information**
 - **Date Completed (or expected)** in MM/YYYY format (required field)
3. Select the **Update** button.

Your Post-Graduate Clinical Training Information

Add Post-Graduate Clinical Training Information

Date Completed	Area of Post-Graduate Clinical Training	Action
July 2000	Internal Medicine	EDIT DELETE

Edit Post-Graduate Clinical Training Information *Required

Area of Post-Graduate Clinical Training NIH main campus

*Date Completed (or expected) 07/2000 MM/YYYY

Update Cancel

7.4.3 Deleting Post-Graduate Clinical Training Information

You can remove Post-Graduate Clinical Training Information from your personal profile by using the Delete Post-Graduate Clinical Training Information feature. Use this information if you do not want the Post-Graduate Clinical Training Information listed in your profile; deleting Post-Graduate Clinical Training Information permanently removes the information. If you accidentally remove this information, you will need to re-add it.

To delete Post-Graduate Clinical Training Information:

1. Select the **Delete** link next to your Post-Graduate Clinical Training Information.

The **Delete Post-Graduate Clinical Training Information** box displays.

2. Select the **Delete Post-Graduate Clinical Training Information** button.

The Post-Graduate Clinical Training Information is permanently removed from your profile.

The screenshot shows a web interface titled "Your Post-Graduate Clinical Training Information". At the top right is a button "Add Post-Graduate Clinical Training Information". Below is a table with three columns: "Date Completed", "Area of Post-Graduate Clinical Training", and "Action". The table contains one row with the values "July 2000" and "Internal Medicine". In the "Action" column, there are two links: "EDIT" and "DELETE". The "DELETE" link is circled in red. Below the table, a modal dialog box is open, titled "Delete Post-Graduate Clinical Training Information". It contains the text: "Do you really wish to delete the clinical training information above? Your changes will be permanent when you save this profile, although you can always re-add it later." At the bottom of the dialog are two buttons: "Delete Post-Graduate Clinical Training Information" (circled in red) and "Cancel".

Date Completed	Area of Post-Graduate Clinical Training	Action
July 2000	Internal Medicine	EDIT DELETE

Delete Post-Graduate Clinical Training Information

Do you really wish to delete the clinical training information above? Your changes will be permanent when you save this profile, although you can always re-add it later.

[Delete Post-Graduate Clinical Training Information](#) [Cancel](#)

8 Reference Letters

If you have the PI role, you have access to the **Reference Letters** component of the Personal Profile.

The **Reference Letters** component contains a list of all reference letters received by NIH on your behalf. The information is read-only and cannot be changed.

NOTE: The Personal Profile does not provide access to the actual reference letters.

You can view the information in the **Reference Letters** component of the Personal Profile by:

- Selecting the **Reference Letters** link from the left side dashboard of the *Personal Profile Summary*
- Selecting the **View** icon from the **Reference Letters** component tile header

The following read-only information displays for each letter received:

- **Date Received**
- **Reference Letter From**
- **Supporting Application**

U.S. Department of Health & Human Services

eRA Commons

Sponsored by National Institutes of Health

JANE AUSTEN
AUSTEN
SAMPLE UNIVERSITY
PI IAR

NIH

National Institutes of Health
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JANE AUSTEN

Roles:

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Change your password by:

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Personal Profile Summary ?

+ View All

NAME AND ID ?

EDIT VIEW

DEMOGRAPHICS ?

EDIT VIEW

EMPLOYMENT ?

EDIT VIEW

REVIEWER INFORMATION ?

EDIT VIEW

TRAINEE INFORMATION ?

EDIT VIEW

EDUCATION ?

EDIT VIEW

REFERENCE LETTERS ?

CLOSE

PUBLICATIONS ?

VIEW

These entries will stay on this page beyond the grant for which they were received.

Date Received	Reference Letter From	Supporting Application
June 08, 2010	Crane, Stephen Department: School of Medicine Sample University SCrane@sample.email.edu	The Red Badge of Courage and Other Skin Infections Grant: K23AR123456-01 FOA: PA-00-123
June 08, 2010	Shakespeare, William Department: School of Medicine Sample University ShakesW@email.com	The Taming of the Flu and other Infectious Diseases Grant: R01AI123456-01 FOA: PA-01-000
June 08, 2010	Poe, Edgar Allan Department: Cardiovascular Institute Raven College Poe@ravenmail.com	The Tell Tale Heart Disease Grant: R01HL123456-01 FOA: PA-00-123
June 10, 2010	Doyle, Arthur Conan Department: Cardiovascular Medicine Bakerstreet University Doyle@bakeremail.com	A Study in Scarlet Fever Grant: R01AI234567-01 FOA: PA-11-1111
June 14, 2010	Joyce, James Department: School of Medicine Ulyssess College Joyce@email.com	Portrait of the Old Man from Childhood to Adulthood Grant: R01AG654321-01 FOA: PA-00-321

Reference Letters

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August 22, 2017

9 Publications

eRA Commons has partnered with the National Center for Biotechnology Information (NCBI) to link NCBI's personal online tool, My NCBI, to Commons. My NCBI offers an online portal - My Bibliography - for users to maintain and manage a list of all their authored works, such as journal articles, manuscripts accepted for publication, books, and book chapters.

The **Publications** section of the personal profile provides links to the following:

- NIH Public Access website
- NIH Manuscript Submission System
- National Center for Biotechnology Information [My NCBI](#) tool

If you have the PI role, you have access to this component of the personal profile.

Click [here](#) for an image of the **Publications** block of the personal profile.

The screenshot displays the eRA Commons Personal Profile Summary for Jane Austen. The page is titled "Personal Profile Summary" and includes a sidebar with navigation links and a main content area with a list of profile sections. The Publications section is highlighted with a red box.

Personal Profile Summary

JANE AUSTEN

Roles:
 TRAINEE - Trainee
 IAR - Internet Assisted Review User
 PI - Principle Investigator

Person ID: 1234567

Profile updated: 06/27/2013

Change your password by: 12/31/2013

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